

REQUEST FOR PROPOSAL FOR INVESTMENT CONSULTANT

SEPTEMBER 20, 2016

Issued by:

HARTFORD PUBLIC LIBRARY

500 Main Street

Hartford, CT 06103

Bridget Quinn-Carey, CEO

1. Objective

The Hartford Public Library (HPL) is requesting proposals for investment consultants to assist in the management of its investment portfolio through comprehensive asset management including regularly advising the HPL Finance Committee about, but not limited to, investment philosophy, capital market trends, investment performance reports, policy reviews and updates, asset allocation strategies, and any other consulting and fund management assistance as requested.

HPL currently has two endowment portfolios with a total approximate value of \$14M in restricted and unrestricted investments. For purposes of the proposal, assume the funds are liquid and can be transferred immediately.

2. Background

HPL is a one of the oldest public libraries in the country. Founded as the Hartford Library Company in 1774, the Hartford Public Library of today serves the residents of Hartford, the greater Hartford region and the State of Connecticut from 10 locations with robust programs, services, facilities and collections that promote a literate and engaged community. HPL is incorporated as a 501(c)3 Non-Profit organization; HPL receives approximately 74% of its annual operating revenue from the City of Hartford; income from the endowment, private giving, corporate support, grants and State support provide the balance of resources for day to day operations. HPL is embarking on an ambitious fundraising and development initiative and is seeking an experienced non-profit financial manager(s) to assist with the responsible stewardship of these endowments, and to assist the staff and Investment Committee ensure long-term growth while effectively managing risk, and the ability to spend up to 4% from the income of the endowment annually.

3. Proposal Requirements:

1) Company Information

- Full name of the organization, address, telephone number(s), website, licensing information. Include description of the structure of the firm, ownership details, year founding in present form, parent company (if applicable) and any affiliated companies. If a change is anticipated in any of these areas, please make note of it.
- Number of years the firm has been providing investment services similar to what is being sought by HPL
- Describe your client base, including number, type (number of not-for-profit, etc.), length of time of services and range/average portfolio size
- Disclose any potential conflicts of interests your organization has in serving our investment needs.
- Total assets under management
- Discussion of any past or present litigation or regulatory actions against your firm
- Detail the levels of insurance coverage, including errors and omission insurance and any other fiduciary professional liability insurance your firm has in force.
- How would you firm plan to interface with HPL staff
- What makes your firm the best fit for HPL?
- What distinguishes your firm from others?
- Provide a detailed breakdown of your company's workforce diversity profile
- Provide a list or overview of your company's charitable giving and philanthropic activities with particular emphasis on Connecticut and the greater-Hartford region.

2) Qualifications

- Provide information about the staff who would be primarily supporting HPL:
 - i) Who will be responsible for the day-to-day relationship? Where is this team located?
 - ii) Qualifications of principals and professional staff (Please specify those individuals who will be directly responsible for this account)
 - iii) Number of years of experience in investment management

3) Experience with not-for-profit organizations

- Describe your experience working with not-for-profit organizations
- Your experience with public library clients
- What is your typical target client size
- What types of accounts have you worked with
- Include a representative client list of not-for-profit clients
- Include three specific references that we may contact

- 4) Client Service, reporting, portfolio evaluation and review of accounts
 - Discuss your report formats and philosophy (include a sample of your reports)
 - Frequency of investment reviews to discuss recommendations and performance
 - i) Are those meetings held on site and/or remotely?
 - What is your client service philosophy?
 - 5) Sample of representative asset allocation
 - Description of general approach to determining appropriate asset allocations
 - Examples of representative products
 - If you use mutual funds does your platform employ open architecture?
 - Firm's experience with Socially Responsible Investing
 - Experience and philosophy/approach regarding passive management
 - 6) Investment Performance: Provide a sample 1, 3, 5 and 10 year performance track record for a representative/model portfolio.
 - 7) Alternative Investments: What is your firm's philosophy regarding alternative investments?
 - 8) An example of, or description of a recommended approach to, a non-profit investment policy and rationale (in general terms.)
 - 9) Research and investment decisions
 - Discussion of your firm's investment philosophy and process
 - Discussion of your managers research capabilities and resources
 - 10) Fees
 - Indicate all fees involved for each of the services you are proposing to provide
 - Identify and include specifics about any embedded or other third party product fees
 - Detail fee schedule comparing active vs passive fund management
 - 11) Other services
 - Please address any additional value added services that you are capable of providing that may be of benefit to us, and your experience in rendering such services.
 - Do you provide regular market updates and educational sessions? Please describe
- 4. Evaluation Criteria**
- Organization – quality, success, reputation

- Experience, credentials and reputation of consulting manager / team that will be working with HPL
- Investment methodology
- Corporate social responsibility
- Performance reporting
- Competitiveness and clarity of management and advisory fees
- Quality and feedback of references / current or former clients

5. Evaluation Process

- An evaluation committee will review all submitted RFP's. Phone and/or on site interviews will be conducted with a short list of finalists. Information gathered during interviews, negotiations, and reference checks (HPL reserves the right to contact references other than or in addition to those furnished by the proposer). This information is the sole and exclusive property of HPL.
- Proposals should be submitted via email as a PDF, single spaced, 8.5x11 pages in no smaller than 11 point font (excluding exhibits, samples or other attachments). Please include your firm's name is on each page.
- HPL shall not be responsible or liable for the risks, costs, or expenses incurred by any proposer in the preparation of its response to this RFP or for travel expenses incurred by finalists.
- Please submit any questions concerning the request for proposal to Mary Tzambazakis, Chief Administrative Officer (mtzambazakis@hplct.org) through email by **October 10, 2016**.
- Submit proposals by **October 17, 2016** to :
Karl Fisher
 Finance Director
kfisher@hplct.org

6. Finalists

- Firms selected as finalists should be prepared to conduct a 30-45 minute presentation at HPL's Downtown Library (500 Main Street, Hartford CT) with the staff, Finance Committee and other stakeholders.
- Finalists should be prepared to offer comments regarding the Library's draft Investment Policy Statement (enclosed) during the presentation.

Hartford Public Library reserves the right to award to the bidder that presents the best value to the organization as determined solely by Hartford Public Library in its absolute discretion.